



State Board of Examiners
and Registration of
Physical Therapists of
West Virginia

306 Porter Street
Beckley, West Virginia 25801
December 30, 1968

Mr. Robert D. Bailey
Secretary of State
State of West Virginia
Charleston, West Virginia 25305

Dear Mr. Bailey:

Enclosed are two copies of the Rules and Regulations established by the Board of Examiners and Registration of Physical Therapists. These Rules and Regulations are designated Series I of Chapter 30, Article 20 of the West Virginia Administrative Regulations.

I hereby certify that the attached Rules and Regulations of the Board of Examiners and Registration of Physical Therapists are true and accurate copies of the official regulations adopted by this Board at a regular meeting on March 10, 1968, in the city of Charleston, county of Kanawha, and state of West Virginia.

Sincerely yours,

Miss Marcella VanCamp

Miss Marcella VanCamp, Secretary

Joseph Manchin, Jr.

Joseph Manchin, Jr., President

State Board of Examiners and
Registration of Physical Therapists

RE - FILED IN THE OFFICE OF
A. JAMES MANCHIN
SECRETARY OF STATE
THIS DATE 12-30-82

FILED IN THE OFFICE
ROBERT D. BAILEY
SECRETARY OF STATE
THIS DATE 1/30/69

Table 16
Legislative Rules

~~WEST VIRGINIA ADMINISTRATIVE REGULATIONS~~

FILED IN THE OFFICE
ROBERT D. BAILEY
SECRETARY OF STATE
THIS DATE 1/30/69

Board of Examiners and Registration of Physical Therapists

~~Chapter 30-20~~
Series ~~II~~ I
1969

Subject: Rules and Regulations to Administer the Board of Examiners
and Registration of Physical Therapists.

Section 1 General

1.1 Scope - These rules establish the operation of the board and the registration of physical therapists.

1.2 Authority - WV Code 30-20 et seq.

1.3 Filing Date - December 30, 1962

1.4 Effective Date - December 30, 1962

~~all other duties pertaining by law or by resolution of the Board to~~
his office. He shall preserve order and conduct all proceedings according to and by parliamentary rules and demand conformity thereto on the part of the Board members.

^{2/5} 2.02. Secretary - Treasurer - The Secretary - Treasurer shall conduct all correspondence of the Board, and shall perform his duties in accordance with Chapter 30, Article 20, Section 3 and 13. Should any other member of the Board carry on any correspondence on behalf of the Board a copy of that correspondence shall be filed with the Secretary.

Section ~~2~~⁴ Board Meetings

~~3~~⁴.01. Annual and Special Meetings - There shall be not less than two (2) regular meetings of the Board each year. Special meetings may be called by the Secretary - Treasurer at the direction of the President or by written request of two members of the Board. At each regular meeting the time and place of the next regular meeting shall be determined. The meeting of the Board shall continue for such time as it is necessary for the proper transaction of business.

~~3~~⁴.02. Quorum - Two members shall constitute a quorum for transacting business at any announced meeting of the Board.

~~3~~⁴.03. Order of Business - The order of business shall be as follows:

- (a) Roll call and recording names of members present.
- (b) Reading of minutes of preceding regular and any special meetings.
- (c) Report of officers.
- (d) Unfinished business.
- (e) New business.
- (f) Designation of officers.

~~3~~⁴.04. Official Records of Board - All correspondence and records shall be maintained by the Secretary - Treasurer of the Board at his office.

~~3~~⁴.05. Location of Board Office - The office of the Board is, unless otherwise designated by the Board, located at the office of the Secretary - Treasurer.

Section ²⁵ Amendments to the Rules and Regulations of the Board

^{3/}4.01. Procedure for Amendment - Amendments to these Rules and Regulations may be proposed by presenting the amendments in writing at any meeting. If the proposed amendment receives a two-thirds (2/3) vote of the Board at that meeting, it shall be adopted into the Rules and Regulations, and submitted to the Secretary of State for recording.

Section ~~26~~ Application of Candidates for Examination

5.01. Applications - All applications to the Board shall be made on a form furnished by the Board. The application and credentials of a candidate shall be filed, when completed, with the Secretary - Treasurer of the Board not less than ten (10) days preceding the date of the examination.

5.02. Candidates for Examination - Any candidate may be admitted to the examination given by the Board who has qualified in accordance with Chapter 30, Article 20, Section 4, and who has paid to the Secretary - Treasurer of the Board the statutory fee of twenty-five (\$25.00) dollars.

Section ²⁷ Examination of Candidates

6.01. Date of Examination - The Board shall conduct at least one examination each fiscal year and if necessary, additional examinations may be given at the discretion of the Board. The time and place of each examination is to be determined by the Board. Each applicant shall be notified in writing at least thirty day's in advance of the examination date.

Section 5. Application Procedures

5.01. Applications - All applications to the Board shall be made on a form furnished by the Board, and shall be submitted with the application fee of ~~(\$50.00)~~ to the Secretary-Treasurer. All applicants shall submit a black and white photograph (not a snapshot), not less than two inches by three inches (2"x3"), taken within six (6) months of the date of application, and it shall be signed on the right front side by the applicant.

5.02. - Application of Applicants for Examination -

a. An applicant, who has qualified in accordance with the Code 30-20-4, and who has paid to the Secretary-Treasurer the statutory fee of fifty ~~(\$50.00)~~ dollars, may be admitted to the examination session, given by the Board.

b. The application and credentials of the applicant shall be filed, when completed, with the Secretary-Treasurer not less than ten (10) days preceding the date of the examination session.

c. In the event an applicant for examination does not submit a photograph with the application form, the Board may require, at the time of the examination session, proof of identity of the applicant.

5.03. - Application of Applicants for Endorsement - An applicant for licensure through endorsement shall present evidence of his/her qualifications as a physical therapist in accordance with the Code 30-20-7, and pay the statutory fee of fifty dollars (\$50.00).

Section 6. Examination

6.01. Examination Form Utilized - The examination form to be used shall be the "Physical Therapy Licensing Examination" prepared by the Professional Examination Service, and is to be furnished by the Board.

6.02. Subjects Included in the Examination - The subjects for the examination shall be in accordance with the Code 30-20-5.

6.03. Credentials for Applicants - The Secretary-Treasurer shall provide each applicant for examination with an admission letter, which the applicant must present to the Board at the time of the examination session in order to gain admission for the examination. This letter shall contain the identification number assigned to the applicant, and this number shall be used on the examination form.

6.04. Scheduling of Examination Session -

a. The Board shall conduct at least one examination session each year, and if necessary additional sessions may be held at the discretion of the Board. The time and place of each session shall be determined by the Board.

b. Each applicant shall be notified in writing of the date of the examination session when his/her application and credentials have been received and processed by the Secretary-Treasurer of the Board.

6.05. Scoring and Maintenance of Examinations -

a. All examination papers are returned to the Professional Examination Service for scoring, and are maintained on file by the Professional Examination Service.

b. The score for passing the "Physical Therapy Licensing Examination" shall be 1.5 standard deviations below the national mean for that form of the examination.

6.06. Notification of Achievement on Examinations

a. All applicants for examination shall be notified in writing by the Secretary-Treasurer of their achievement on the examination within eight weeks of the date of the examination session.

b. Any inquiries by an applicant relevant to the scoring of an examination shall be submitted to the Secretary-Treasurer of the Board in writing within a reasonable time after the notification of achievement on the examination.

c. Upon written request to the Secretary-Treasurer the applicant for examination may obtain his/her individual scores. Test scores will be released by the Board only to the individual applicant, or to another state board upon their written request for endorsement.

6.07. Failure to Report for Examination - Any applicant for examination who does not report for the initial examination session, or required re-examination session, must show cause for failure to appear, in order to have his/her application remain valid. In those situations deemed reasonable and unavoidable by the Board, the application of the applicant may remain in effect until the next scheduled examination session held by the Board. Failure to report for that next examination session shall result in the application being invalidated.

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Section 7. Endorsement Procedures

7.01. Examination Form Endorsed - The Board will only endorse licensure from another state issued through successful achievement on the "Physical Therapy Licensing Examination" provided by the Professional Examination Service.

7.02. Certificate of Endorsement

a. The Secretary-Treasurer shall provide a Certificate of Endorsement upon which the state, issuing the license to be endorsed, shall certify the individual's raw scores and total raw score achieved on the "Physical Therapy Licensing Examination". This certificate shall also contain a statement of the validity of the existing license.

b. The Certificate of Endorsement shall be submitted to the Secretary-Treasurer of this Board within two months of the date of application in West Virginia. Or, if the applicant is permitted by this Board to take the examination in another state subsequent to application in West Virginia, the Certificate of Endorsement shall be submitted within two months of the date of that examination session.

7.03. Endorsement of Scores - The Board will endorse scores achieved on the "Physical Therapy Licensing Examination" in West Virginia to another state board. Remittance of a fee of five dollars (\$5.00) shall be payable to the Secretary-Treasurer prior to endorsement of the scores.

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Section 8. Temporary License Permit

8.01. Issuance - In accordance with the Code 30-20-6, a temporary license permit may be issued by the Secretary-Treasurer to those applicants who have not taken the "Physical Therapy Licensing Examination", upon payment of the fee of ten dollars (\$10.00).

8.02. Validity - The Board, at each Board Meeting, shall review those temporary license permits in effect and either revoke or re-validate them as required. Upon issuance of a permanent license certificate, the temporary license permit shall become invalid.

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Section 9. Certificate of Licensure

9.01. Issuance - A certificate of licensure shall be issued by the Board to each qualified applicant in accordance with either the Code 30-20-4 (licensure by examination), or the Code 30-20-7 (licensure by endorsement).

9.02. Validity - The licensee shall renew his license in accordance with the Code 30-20-6. Upon failure to remit the ten dollar (\$10.00) yearly renewal fee the Secretary-Treasurer shall notify the licensee, if he is employed in West Virginia, and his/her administrator by certified letter that the license has lapsed.



ANTHONY MINARD
Chairman of The Board

WEST VIRGINIA
BOARD OF PHYSICAL THERAPY

FRANKIE S. CAYTON
Executive Secretary

May 25, 1993

Secretary of State's Office
c/o Judy Cooper
Bldg. 1
State Capitol Complex
Charleston, WV 25305

Dear Judy:

Thank you for meeting with me the other day to discuss the procedure for filing Rules through your Office.

As per your instructions, I am requesting that what we currently have on file be stricken from the record because it is so obsolete and out-of-date.

I am enclosing the copy we looked at the other day. It was the only "clean" copy I had. The markings were made the day of our discussion -- so they can be ignored. The reference is Title 16, Series 1, Rules and Regulations to Administer the Board of Examiners and Registration of Physical Therapists.

Please take whatever steps that are necessary to see to it that this particular Series is deleted from the Record. We will be submitting a "new" Series 1 to replace it in the very near future.

Thanks for your time once again.

Sincerely,

Frankie S. Cayton
Exec. Secretary

/f.s.c.

Attachment

cc: Anthony P. Minard, Chairman
File

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

MAY 26 2 27 PM '93

FILED

TITLE 16
LEGISLATIVE RULES
BOARD OF EXAMINERS AND REGISTRATION OF PHYSICAL THERAPISTS

SERIES 1
RULES AND REGULATIONS TO ADMINISTER THE BOARD OF EXAMINERS
AND REGISTRATION OF PHYSICAL THERAPISTS

§16-1-1. General.

1.1. Scope. -- These rules establish the operation of the Board and the registration of physical therapists.

1.2. Authority. -- W. Va. Code §30-20 et seq.

1.3. Filing Date. -- December 30, 1982

1.4. Effective Date. -- December 30, 1982

§16-1-2. Officers.

2.1. Board officers. -- The officers of the Board shall consist of a president and secretary-treasurer.

2.2. Designation of officers. -- The officers of the Board shall be designated by the Board members by July 31 of each year.

§16-1-3. Duties of the officers.

3.1. President. -- The president shall preside at all meetings, when present; make such suggestions as he may deem calculated to promote the welfare of the Board and facilitate its work, and discharge all other duties pertaining by law or by resolution of the Board to his office. He shall preserve order and conduct all proceedings according to and by parliamentary rules and demand conformity thereto on the part of the Board members.

3.2. Secretary-treasurer. -- The secretary-treasurer shall conduct all correspondence of the Board, and shall perform his duties in accordance with sections three and thirteen, article twenty, chapter thirty of the West Virginia Code. Should any other member of the Board carry on any correspondence on behalf of the Board, a copy of that correspondence shall be filed with the secretary.

§16-1-4. Board meetings.

4.1. Annual and special meetings. -- There shall be not less than two (2) regular meetings of the Board each year. Special meetings may be called by the secretary-treasurer at the direct of the president or by written request of two (2) members of the Board. At each regular meeting the time and place of the next regular meeting shall be determined. The meeting of the Board shall continue for such time as it is necessary for the proper transaction of business.

4.2. Quorum. -- Two (2) members shall constitute a quorum for transacting business at any announced meeting of the Board.

4.3. Order of business. -- The order of business shall be as follows:

(a) Roll call and recording names of members present.

(b) Reading of minutes of preceding regular and any special meetings.

(c) Report of officers.

(d) Unfinished business.

(e) New business.

(f) Designation of officers.

4.4. Official records of Board. -- All correspondence and records shall be maintained by the secretary-treasurer of the Board at his office.

4.5. Location of Board office. -- The office of the Board is, unless otherwise designated by the Board, located at the office of the secretary-treasurer.

§16-1-5. Amendments to the rules and regulations

of the board.

5.1. Procedure for amendment. -- Amendments to these Rules and Regulations may be proposed by presenting the amendments in writing at any meeting. If the proposed amendment received a two-thirds (2/3) vote of the Board at that meeting, it shall be adopted into the Rules and Regulations, and submitted to the Secretary of State for recording.

§16-1-6. Application procedures.

6.1. Applications. -- All applications to the Board shall be made on a form furnished by the Board, and shall be submitted with the application fee of fifty dollars (\$50.00) to the secretary-treasurer. All applicants shall submit a black and white photograph (not a snapshot), not less than 2 inches by 3 inches, taken within six (6) months of the date of application, and it shall be signed on the right front side by the applicant.

6.2. Application of applicants for examination.

(a) An applicant who has qualified in accordance with section four, article twenty, chapter thirty of the Code, and who has paid to the secretary-treasurer the statutory fee of fifty dollars (\$50.00), may be admitted to the examination session, given by the Board.

(b) The application and credentials of the applicant shall be filed, when completed, with the secretary-treasurer not less than ten (10) days preceding the date of the examination session.

(c) In the event an applicant for examination does not submit a photograph with the application form, the Board may require, at the time of the examination session, proof of identity of the applicant.

6.3. Application of applicants for endorsement. -- An applicant for licensure through endorsement shall present evidence of his/her qualifications as a physical therapist in accordance with section seven, article twenty, chapter thirty of the Code, and pay the statutory fee of fifty dollars (\$50.00).

§16-1-7. Examination.

7.1. Examination form utilized. -- The examina-

tion form to be used shall be the "Physical Therapy Licensing Examination" prepared by the Professional Examination Service, and is to be furnished by the Board.

7.2. Subjects included in the examination. -- The subjects for the examination shall be in accordance with West Virginia Code section five, article twenty, chapter thirty.

7.3. Credentials for applicants. -- The secretary-treasurer shall provide each applicant for examination with an admission letter, which the applicant must present to the Board at the time of the examination session in order to gain admission for the examination. This letter shall contain the identification number assigned to the applicant, and this number shall be used on the examination form.

7.4. Scheduling of examination session.

(a) The Board shall conduct at least one (1) examination session each year, and if necessary additional sessions may be held at the discretion of the Board. The time and place of each session shall be determined by the Board.

(b) Each applicant shall be notified in writing of the date of the examination session when his/her application and credentials have been received and processed by the secretary-treasurer of the Board.

7.5. Scoring and maintenance of examinations.

(a) All examination papers are returned to the Professional Examination Service for scoring, and are maintained on file by the Professional Examination Service.

(b) The score for passing the "Physical Therapy Licensing Examination" shall be 1.5 standard deviations below the national mean for that form of the examination.

7.6. Notification of achievement on examinations

(a) All applicants for examination shall be notified in writing by the secretary-treasurer of their achievement on the examination within eight (8) weeks of the date of the examination session.

(b) Any inquiries by an applicant relevant to the scoring of an examination shall be submitted to the secretary-treasurer of the Board in writing within a reasonable time after the notification of achievement on the examination.

(c) Upon written request to the secretary-treasurer, the applicant for examination may obtain his/her individual scores. Test scores will be released by the Board only to the individual applicant, or to another state board upon their written request for endorsement.

7.7. Failure to report for examination. -- Any applicant for examination who does not report for the initial examination session, or required reexamination session, must show cause for failure to appear, in order to have his/her application remain valid. In those situations deemed reasonable and unavoidable by the Board, the application of the applicant may remain in effect until the next scheduled examination session held by the Board. Failure to report for that next examination session shall result in the application being invalidated.

§16-1-8. Endorsement procedures.

8.1. Examination form enclosed. -- The Board will only endorse licensure from another state issued through successful achievement on the "Physical Therapy Licensing Examination" provided by the Professional Examination Service.

8.2. Certificate of Endorsement.

(a) The secretary-treasurer shall provide a Certificate of Endorsement upon which the state, issuing the license to be endorsed, shall certify the individual's raw scores and total raw score achieved on the "Physical Therapy Licensing Examination." This certificate shall also contain a statement of the validity of the existing license.

(b) The Certificate of Endorsement shall be submitted to the secretary-treasurer of this Board within two (2) months of the date of application in

West Virginia. Or, if the applicant is permitted by this Board to take the examination in another state subsequent to application in West Virginia, the Certificate of Endorsement shall be submitted within two (2) months of the date of that examination session.

8.3. Endorsement of scores. -- The Board will endorse scores achieved on the "Physical Therapy Licensing Examination" in West Virginia to another state board. Remittance of a fee of five dollars (\$5.00) shall be payable to the secretary-treasurer prior to endorsement of the scores.

§16-1-9. Temporary license permit.

9.1. Issuance. -- In accordance with West Virginia Code section six, article twenty, chapter thirty, a temporary license permit may be issued by the secretary-treasurer to those applicants who have not taken the "Physical Therapy Licensing Examination," upon payment of the fee of ten dollars (\$10.00).

9.2. Validity. -- The Board, at each Board meeting, shall review those temporary license permits in effect and either revoke or revalidate them as required. Upon issuance of a permanent license certificate, the temporary license permit shall become invalid.

§16-1-10. Certificate of licensure.

10.1. Issuance. -- A certificate of licensure shall be issued by the Board to each qualified applicant in accordance with either the West Virginia Code section four, article twenty, chapter thirty (licensure by examination), or the Code section seven, article twenty, chapter thirty (licensure by endorsement).

10.2. Validity. -- The licensee shall renew his license in accordance with the Code, section eight, article twenty, chapter thirty. Upon failure to remit the ten dollar (\$10.00) yearly renewal fee the secretary-treasurer shall notify the licensee, if he is employed in West Virginia, and his/her administrator by certified letter that the license has lapsed.